




Complete Onboarding Tasks

1. Click the **Let's get started**  button.
2. On the Home page, click the Getting Started worklet.
3. Click the **Take Me There**  button.
4. To access detailed information, click the icon in front of any topic under the Welcome or State Employee Information section.
5. To access your Workday inbox, click the View Inbox  button.
6. To complete a task in your inbox, do the following:
 - Click on a task from the inbox list
 - Read and follow the instructions to complete the task.

NOTE: Depending on the task, you may have to download a document, enter information or read and acknowledge the policies by checking the “I agree” checkbox.

 - After completing the task, click the Submit button.



Information: The onboarding tasks in your inbox are dependent on your position and may change according to State policy.

7. The System Task is complete.